



OFFICE MEMORANDUM

DATE: March 13, 2002

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers/TSC Managers
Region Traffic Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 2002-04
Default of Contract

This instructional memorandum establishes notification procedures for the default of a contract and takes effect immediately. The definition of a Default of Contract and what action the department can take are specified in Section 108.12 of the *1996 Standard Specifications for Construction* and the *2003 Interim Standard Specifications for Construction*.

In the event of a default of contract or even a potential default of contract, the TSC manager should immediately contact the Bureau of Finance and Administration, Construction Contracts Section, at 517-373-3382 for assistance in the requirements of the process. The notification to the Construction Contracts Unit should only state that the contractor is in default of certain contract requirements.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C/T:RC:kab

Subject Index: Contracts/Subcontracts

cc: C & T Division Staff
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Design Div., P. Miller
Maintenance Div., C. Roberts
Traffic & Safety Div., J. O'Doherty
C & T Div., J. Culp
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